



BOSTON CONNECTS, INC.

REQUEST FOR QUALIFICATIONS

SUMMER JOBS PROGRAM

Issue Date: May 5, 2006

Closing Date: May 23, 2006

Funded by the United States Department of Housing and Urban Development



THE CITY OF BOSTON
Thomas M. Menino, Mayor

2201 Washington Street Boston, MA 02119 Phone: 617-541-2670 Fax: 617-427-0747

A 501(c)3 Not-for-Profit Community Organization in Partnership with the City of Boston



May 5, 2006

Dear Friend:

Boston Connects, Inc. is pleased to issue this Request for Qualifications (RFQ) for **Summer Jobs Program** serving approximately 202 Empowerment Zone youth for the Summer of 2006. Priority must be given to high risk Empowerment Zone youth including court involved Empowerment Zone youth.

The ultimate goal of the Empowerment Zone initiative is to sustain economic self-sufficiency for individuals, families and communities. Summer jobs support this goal by providing at-risk youth with work readiness skills, reinforcing educational skills learned during the school year, and providing a safe and positive summer experience.

A total of \$250,278 is available to support this endeavor. We seek organization(s) with demonstrated experience in providing summer jobs programs for youth in a modified summer School to Career learning model. The selected organization(s) will conduct recruitment and intake; perform assessments at the start and completion of the summer; solicit summer employment opportunities from community-based organizations, non-profits, public agencies or private business, with preference given to those in or in close proximity to the Empowerment Zone; monitor the placements to ensure success; and provide work-readiness activities including, but not limited to, financial literacy. The provider(s) will also be responsible for payroll services, including all associated federal and state wage reporting.

Responses to this RFQ must be received at our offices at 2201 Washington Street, Dudley Square by **12:00 p.m. on May 23rd, 2006.**

We look forward to working with you to meet the summer employment needs of the youth in the Empowerment Zone.

Sincerely,

Shirley Carrington
Interim Executive Director



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**REQUEST FOR QUALIFICATIONS
SUMMER JOBS PROGRAM**

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- Budget Forms
- Previous Performance History
- Demographics Chart
- Jobs List

ISSUE DATE: May 5, 2006

CLOSING DATE: May 23, 2006
Responses must be delivered by 12:00 p.m. to
2201 Washington Street, 3rd Floor, Roxbury, MA

Inquiries may be made to Shirley Carrington, Interim Executive Director
Telephone: (617) 541-2673
Fax: (617) 427-0747
Email: Shirley.Carrington.BCI@cityofboston.gov
or
Sherry O'Brien, Program Specialist
Telephone: (617) 541-2676
Fax: (617) 427-0747
Email: Sherry.OBrien.BCI@cityofboston.gov

This Empowerment Zone project is funded by U. S. Department of Housing and Urban Development

I. BACKGROUND

Boston Connects, Inc. (BCI) is the non-profit organization implementing the strategies of Boston's Empowerment Zone, as detailed in the October 1998 Strategic Plan, *Boston Connects People to Economic Opportunity*. Economic self-sufficiency for individuals, families and communities is the strategic vision for change at Boston Connects Inc. This vision will be accomplished by investing in economic opportunity and job creation, health and well being, education and job readiness, and technology development for residents of Boston's Empowerment Zone.

The Boston Connects, Inc. Board of Directors is responsible for the oversight and implementation of the Strategic Plan. The Board is composed of twelve members who are elected by residents of their neighborhood districts, and twelve members who are appointed by Mayor Thomas M. Menino.

Boston's Empowerment Zone consists of twenty-eight census tracts, and includes sections of the neighborhoods of Chinatown, Dorchester, Egleston Square, Mission Hill, Roxbury, the Dudley Street Neighborhood, South End, Newmarket, South Boston, the Financial District, and the Seaport District. The Empowerment Zone also contains a number of housing developments that include: Franklin Hill, Mission Main, Mary Ellen McCormack, Old Colony, West Broadway, Whittier Street, Camfield Gardens, Orchard Gardens, Warren Gardens, Academy Homes I, Lenox/Camden, Cathedral, and parts of Castle Square. For more information on Boston's Empowerment Zone, visit www.BostonEZ.org.

Empowerment Zone investments in human services have enabled over 1,000 Zone residents to receive Adult Basic Education, Alternative Education, English for Speakers of Other Languages, and Skills Training. Additionally, some 700 families have benefited from investments that have increased both quality and capacity in preschool and after-school programs.

This RFP is issued in collaboration with the Boston Redevelopment Authority/Economic Development Industrial Corporation (BRA/EDIC), Office of Jobs and Community Services (JCS). BRA/EDIC is BCI's fiscal agent and is responsible for the release of funds. As the City's procurement and program management agency for workforce development and human service funding, JCS will participate in the review of proposals and program monitoring. Contracts issued as a result of this RFP are subject to the approval of the Mayor of Boston.

II. PURPOSE AND AVAILABILITY OF FUNDS

Boston Connects, Inc. solicits qualifications from organizations to provide a Summer Jobs Program for youth ages 14 to 17 who reside in the Empowerment Zone. Those Empowerment Zone residents who are 18 and returning to high school are also eligible for this program. ***This RFQ seeks to create 202 additional summer job slots.***

A total of \$250,278 will be awarded in cost-reimbursement contracts. The Program(s) funded will be subject to monitoring for operations in compliance with contract terms and conditions. Boston Connects, Inc. reserves the right to withhold contract payments in the event of non-compliance or under-performance.

III. PROGRAM DESIGN AND SERVICES REQUESTED

Boston Connects, Inc. seeks to secure summer employment for youth ages 14 to 17 and 18 year olds returning to high school who are residents of Boston's Empowerment Zone. In addition to providing employment and supervision to Zone youth, the Summer Jobs Program must offer work-readiness activities.

This RFQ seeks to provide youth in need of summer employment with jobs at community-based organizations, non-profits, public agencies, and private businesses that need summer help. Preference should be given to businesses located in or in close proximity to the Empowerment Zone. Specific requirements of the program include:

1. Recruitment of youth;
2. Solicit/develop positions at community-based organizations, non-profits, public agencies and private businesses, with preference to those located in or in close proximity to the Empowerment Zone;
3. Work-based Learning assessment at the start and completion of summer employment;
4. Job placement either within their own agency or at community-based organizations, non-profits, public agencies and private businesses, with preference to those located in or in close proximity to the Empowerment Zone;
5. Monitoring/supervision of youth;
6. Provision of work readiness activities including resume preparation, life skills/leadership skills and **required** financial literacy education; and
7. Payroll services, including all state and federal reporting requirements

The Summer Jobs Program must utilize the modified summer School-to-Career framework. Emphasis should be placed on improving critical thinking, problem-solving, interpersonal and building teamwork skills in the context of job-readiness. Young people must understand the applicability of their work experience so that they will be better prepared to meet and adapt to the demands of the workplace in the future. Work assignments should *reflect the students' interests when possible* and feature project-based learning to demonstrate the relevance of skills.

BCI requires that selected programs work closely with BCI staff and the Human Development Committee of the BCI Board.

The scope of work under this RFQ includes the following components: Recruitment, Assessment, Employment and Supervision, and Work Readiness Activities.

1. Recruitment

An understanding of the configuration of the Empowerment Zone is vital in order to recruit the population that is eligible for these services. Zone residents can be identified in the public and subsidized housing developments listed on page two of this document, community based multi-service agencies, community development corporations, neighborhood associations, faith-based organizations, and economic assistance programs. Applicants must demonstrate a variety of outreach plans and strategies in order to be effective in reaching the Empowerment Zone population. **Priority must be given to high-risk Empowerment Zone youth including court involved Empowerment Zone youth.**

The Summer Jobs program is targeted at Empowerment Zone youth ages 14-17 and 18 year olds returning to high school. Entering an address at <http://www.bostonez.org/> will return a screen confirming if it falls within the Zone. Boston Connects, Inc. staff can provide technical assistance and electronic files to help identify streets that have been renamed, created or extended through housing or community development projects. The address must correspond with the supporting eligibility documentation provided by the student.

Selected programs are required to use the attached application form. They may use their own if it includes **all** of the same information.

2. Assessment

In order to ensure that Empowerment Zone youth are successful and receive adequate services, a thorough assessment of the youth's learning and work competencies are necessary. The Contracted organization(s) should utilize the modified Massachusetts Work-Based Learning Plan. Assessments must be signed and dated by the appropriate staff person. Staff expertise in areas that are relevant to the target population will add particular value to the assessment process.

Termination policies administered by contractors should be clearly defined and publicized in writing. Termination policies must be consistent and due process must be upheld for all youth. All policies regarding attendance and code of conduct should be discussed with and signed by youth at the time of the initial assessment.

3. Employment and Supervision

Respondents to this RFQ must be capable of providing or soliciting jobs, as well as the supervision necessary for a safe and educational work experience for Empowerment Zone youth. Youth receiving employment through this program must earn the same wages as youth in your organization's other publicly-funded summer jobs program or other publicly-funded summer jobs programs in Boston who are employed in comparable jobs. Students must earn at least \$7.00/hour. Given the need to help the maximum number of youth, participants cannot be paid more than \$8.50 from this Empowerment Zone funding. Additionally, BCI seeks to fund 25 hours per student per week and requests that any additional hours be paid as match. Proposals that vary

from this 25 hour standard should provide a compelling reason why the standard does not fit their program model or target population.

Bidders should be able to offer meaningful jobs. Work is meaningful when it reinforces work readiness skills like attendance, punctuality, leadership, carrying out responsibility, completing tasks, and recognizing quality performance. *Best efforts must be made to place students in jobs that reflect their interests.* A supervisor's relationship should be instructive and supportive, and provided in a mentoring context that enhances the learning experience.

Supervisors must be available to answer the youth's questions pertaining to his/her job. Additionally, they must plan on meeting once per week with the youth to discuss accomplishments and challenges. This can take place as an individual or group meetings.

Selected Summer Jobs Program providers must outreach to community-based organizations, non-profit organizations, public agencies, or private businesses with preference given to those located in or in close proximity to the Empowerment Zone in order to provide summer employment opportunities for participants.

Project designs should provide safe environments for all participants, and adhere to all Child Labor Laws. Project staff should provide assistance to youth in obtaining ***address documentation, work permits, education certificates, and medical examinations when required.***

Organizations that are awarded any portion of this \$250,278 will be required to place additional Empowerment Zone students into summer jobs in the private sector paid for by the employer. BCI requests that one student is placed into a privately supported job for every \$12,500.00 the organization receives in contract funding. For example, if an organization receives a contract for \$250,278 they will be expected to place approximately 202 EZ youth in summer jobs funded by the contract and 20 EZ youth in summer jobs paid for by the employer or other funding source.

4. Work Readiness Activities

One of the main components of this program is to ensure that Empowerment Zone youth have access not only to an income, but also to valuable skills that can help them gain future employment. This RFQ seeks providers who offer assistance with resume preparation. Upon completion of the program, all youth participants should have created and know how to create their own resume. Additionally, all participants *must attend* a financial literacy workshop as a provision of employment in which they should learn about managing a paycheck and saving money. This workshop should take place by August 1, and will be considered a paid component of the summer jobs program.

Youth should have the opportunity to develop their life skills, either through workplace-based learning or workshops. Skills learned should include attendance, punctuality,

relating to a supervisor/supervisory relationships, appropriate workplace behavior and dress, leadership, carrying out responsibility, completing tasks, and recognizing quality performance.

Expected outcomes for participants in this Summer Jobs Program are as follows:

- Complete a minimum of 6 weeks of summer employment with a 90% attendance rate
- Earn a minimum of \$7.00 /hour; reimbursed a maximum of \$8.50/hour from this funding
- Develop a resume
- Demonstrate an increase in skills as assessed by the Massachusetts Work-Based Learning Plan
- Demonstrate an increased understanding of financial literacy and life skills
- Prepare a Final Essay describing benefit of Summer Job experience

IV. ELIGIBLE RESPONDENTS

Eligible respondents must have demonstrated prior experience administering a large-scale, publicly-funded Summer Jobs Program. In order to impact the economy of the Empowerment Zone and capacity of its smaller community-based organizations, the respondents must have the ability to provide summer employment opportunities for participants at community-based organizations, non-profit organizations, public agencies or private businesses, with preference given to those located in or in close proximity of the Zone as well as private businesses located in the Empowerment Zone. These respondents must be able to provide all required program components, as outlined above.

V. PROGRAM MONITORING/REPORTING

Boston Connects, Inc. staff in conjunction with the Office of Jobs and Community Services will conduct at least one site visit to monitor for:

- Operations in accordance with application and contract;
- Achievement of objectives;
- Integrity of administrative systems and eligibility determination; and
- Quality assessment through observation and informal interviews.

These monitoring activities may take the form of administrative record reviews, interviews of staff and/or participants, and general observations of the facilities and operations.

Student files must contain copies of the student's application (see attached), appropriate working papers (work permit or education certificate), all assessments, EZ map and proof of residency, verification of attending a financial literacy workshop, record of attendance and a copy of the student's resume and final essay at completion. Program contractors must agree to maintain files for students to verify Empowerment Zone residency. Proof of residency should include picture identification, a utility bill or letter/document sent by Boston Public Schools (i.e. report card) with the stated address,

and a printout from the Boston Connects website, www.BostonEZ.org, confirming the address is in the EZ. All participants coming into contact with children in their employment must submit to a CORI/SORI check, pursuant to Massachusetts's statute.

An **initial report** of program participants (both those funded by BCI and those leveraged through private business support), offering verification of an application, residency documentation, initial assessment, working papers and when required, a CORI/SORI check, will be due **July 28, 2006**.

A **final report** will be due on **September 8, 2006**. The final report should list each student's name, address, gender, age, date of birth, social security number, name of high school, name of placement organization, address of placement organization, supervisor's name, job title, rate of pay and verification that the participant has developed a resume. This report should include both those funded by BCI and those leveraged through private business support. This report is to be signed by the program manager stating that s/he has confirmed that the information is truly in the participant's record. ***Boston Connects, Inc. and JCS require this information before the August/Final invoice will be paid.

Programs will be expected to provide statistical information as requested to Boston Connects, Inc. staff.

VI. SCHEDULE AND DECISION PROCESS

Responses to this RFQ are due on May 23, 2006. Staff will be available to answer questions related to eligibility, program design, contracting and performance standards. Questions must be submitted in writing and answers will be distributed via email to all organizations intending to apply for this funding.

Responses must be received in the Boston Connects, Inc. office **no later than 12:00 p.m. (noon) on May 23, 2006**. The Boston Connects, Inc. office is located at 2201 Washington Street, 3rd floor, Roxbury, MA 02119 (the entrance is in the rear of the building). Faxed or E-mailed applications will not be considered. Thus, we strongly encourage applicants to deliver their applications in person.

IMPORTANT NOTICE

It is extremely important that you follow the instructions in this application very carefully. Once submitted, applications CANNOT BE ALTERED IN ANY WAY.

If you have any questions or need clarification of the application instructions, please do not hesitate to contact us at 617-541-2673.

A panel of reviewers will score and rank applications on the basis of:

- Responsiveness to the Request for Qualifications;
- Reasonableness of cost, and cost effectiveness
- Bidders' qualifications and experience in providing the requested services;

- Bidders' qualifications and experience in providing services to the Empowerment Zone;
- Documented performance in other, similar programs;
- Geographic accessibility to the target population

****At least 82% of your request must be used for youth salaries. Thus, 18% of your request can be used for other expenses associated with the program (i.e. payroll management, supervision and case management, program supplies, etc.)**

Boston Connects, Inc. staff will review the results and make funding recommendations to the Board, which will vote its decision on the recommendations. The Board's decision will be announced no earlier than May 26, 2006. A respondent who wishes to appeal the Board's decision must submit a written request stating the reasons for the request.

Reservation of Rights

Boston Connects, Inc. reserves the right to make any funding decisions it deems necessary to accomplish the goals of the Strategic Plan of the Empowerment Zone. Boston Connects, Inc. further reserves the right to reject any or all proposals received, or to seek other solutions through a different RFP or through the re-issuance of this RFP.

Boston Connects, Inc. also reserves the right to issue performance-based contracts instead of cost reimbursement contracts, based on the proposals received.

VII. AWARD PAYMENT

Agencies receiving an award will enter into a written agreement, as appropriate, with Boston Connects, Inc.

VIII. SUBMISSION REQUIREMENTS

1. The original Application Package must be submitted with 4 copies.
2. All attachments are required at the time of submission.
3. Narrative portion **must not exceed 5 single-spaced pages**.
4. All text must be typed in a minimum 12-point font (this size).
5. Application must be submitted with the forms included in the RFQ, and must provide the information exactly as listed.
6. Facsimiles and E-mailed applications will **not** be accepted.

The Application Cover Sheet must show on the outside of the Application. Packages must be bound securely in order to withstand frequent and vigorous handling. Boston Connects, Inc. and EDIC will not be responsible for information missing or pages lost from inadequately stapled or paper-clipped applications.

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A. Provider Information

See Application Cover Sheet

B. Total Request

See Application Cover Sheet

C. Percent of Request for Youth Salaries

See Application Cover Sheet (Youth Salaries/Total Budget)

D. Number of EZ Youth to be Served with these Funds

See Application Cover Sheet

E. Description of Organizational Experience with Summer Jobs Programs

Discuss your experience delivering a large-scale, publicly funded Summer Jobs program. ***Attach the Past Performance History Form for each funding source.***

F. Program Design

a. Discuss your program's strategy for recruiting Empowerment Zone youth for your program **including your process for CORI/SORI checks**. How will you ensure that all necessary documents (working papers, CORI/SORI, address verification/EZ map) are obtained **prior** to participant start date? What program adjustments or modifications, if any, will be required to meet the goals of this RFQ? Describe how this funding will result in *additional* summer employment opportunities for Zone youth. ***Attach your Summer Jobs Program Policies.***

b. Discuss your assessment process and your experience using the Massachusetts Work-Based Learning Plan. Identify staff involved and what the responsibilities are. What concrete procedures (tests, interviews, interest assessments, etc.) are used to determine whether the *job and youth are an appropriate match*? Who is responsible for documenting these procedures?

c. Describe the types of jobs you anticipate will be offered to the youth. How will you develop privately supported jobs? What opportunities exist for exposure to technology? How has the program addressed barriers, such as limited English skills? Discuss the School-to-Career programming and activities used in the past. How do you ensure that the youth is appropriately and safely supervised? Describe the ration and interaction between youth and supervisor. Does a counselor/coordinator oversee the program? ***Attach the Proposed Jobs List.*** ***The Jobs List should be realistic and serve as a road map for where youth participants will be placed.

d. Discuss your work readiness activities. How do you deliver life skills and financial literacy training? How will you ensure that students have attended a financial literacy

workshop prior to starting their job? How do you ensure that all youth participants complete the program with a resume and one-page essay describing what new skills they attained and why their experience was meaningful? ***Attach your Financial Literacy curriculum.***

e. Describe the staff reporting structure and attach a program organizational chart. Indicate whether positions are full-time or part-time. ***Attach a job description and a resume for each direct service and program management position involved in the program.*** Label the job description with the name of the staff person, or indicate if the position is vacant. Label the resume with the current job title for the staff person.

I. Budget and Narrative

Provide a narrative description for every cost, identifying clearly how each line item is calculated. Items in the “Other” or “Miscellaneous” categories require specific details and calculations. **At least 82% of your request must be used for youth salaries. Thus, no more than 18% of your request can be used for other expenses associated with the program (i.e. payroll management, supervision, case management, program supplies, etc.)**

The BCI budget forms are **required**; Excel formats can be e-mailed to bidders upon request. Budgets will be evaluated based on reasonableness of costs. Guidelines for preparation follow this page, and technical assistance is available upon request.

GUIDELINES FOR WRITING THE BUDGET NARRATIVE

Staff Salaries: For every position listed under the staff salary section, please attach a job description, a resume, a brief description of their role in this project and the number of hours per week the position requires.

Fringe Benefits: Please provide an explanation of how the fringe rate was derived, i.e. what percentage is paid for Health Insurance, etc.

Operational Costs: Explain how the planned costs in each of these categories were determined.

PROFESSIONAL SERVICES

Consultants: What services will be purchased, who is providing the services, for how long, what is the rate?

OFFICE OPERATIONS /EXPENSES

Program Supplies: What will be purchased, total estimated cost, unit price and quantity? How will they be used in the program?

Office Supplies: What will be purchased, total estimated cost, unit price and quantity?

Printing: What will be printed? How many and for what cost?

Postage: What and how many pieces will be mailed at what cost?

Dues/Publications/Subscriptions: What is being purchased at what cost?

Staff Training: What is being purchased? How will it relate to the services being rendered under this contract?

Advertisements: How many at what cost, for what purpose?

Telephone: How has the cost been determined, i.e., # of lines, percentage of time, etc.?

TRAVEL

Local Travel: How many trips, at what cost per trip? Destination? Cost and number of MBTA passes or tokens?

Other Travel: Reason for trips, destination, how many trips, and at what cost per trip?

EQUIPMENT PURCHASES ARE NOT ALLOWABLE THROUGH THIS PROCUREMENT

OCCUPANCY COSTS

Rent: How was the rent cost determined, i.e. square footage, portion of space occupied by program, etc.

Utilities: How were costs estimated, i.e., square footage, proportionate to amount of space used by the program, etc.

Security: What type of security is being purchased, for how long, for what program activities?

Maintenance: How was the maintenance cost determined, i.e., square footage, proportionate to the amount of space used by the program, etc.?

Other: Give detailed description. How has the cost been determined?

OTHER COSTS

Insurance: What kind of insurance, at what cost, for what period, covering what activities?

Miscellaneous: Specific information must be provided for this cost category.

Indirect Cost Rate: Attach documentation of the approved Indirect Rate Agreement.

APPLICATION CHECKLIST

1. Application Cover Sheet
2. Narrative (not to exceed 5 single-spaced pages)
3. Previous Performance History
4. Jobs List
5. Staff Job Descriptions and Resumes (indicate vacant positions)
6. Budget Narrative (see attached narrative guidelines) and Budget Forms
7. BCI Forms – Certificate of Authority, Contractor Certification, and Debarment/Anti-Lobbying
8. Boston Living Wage Forms – LW-1 and LW-8
9. Certificate of Workers Compensation and General Liability Insurance, issued to Boston Connects, Inc. and dated within the time frame of this procurement
10. Audit Report* attached to original application, only, covering the last date in either Fiscal Year 2005 or Calendar Year 2005, as required by the organization's filing schedule.

*In accordance with OMB Circular A-133, if the bidder is a non-profit agency which received \$300,000 or more in Federal financial assistance (directly or indirectly), from any and all funding sources during the most recent audit period, a complete copy of the most recent audit report must be presented.

In addition to the report on the financial statements, the audit report should include a report on compliance and internal control over financial reporting, a report on compliance and internal control over compliance, a separate schedule of federal financial assistance funds, **and any management letter submitted by the auditor.**

*If the bidder received less than \$300,000 and is exempt from federal audit requirements, then a statement attesting to that must be submitted. A copy of the most recent audited financial statements and/or Uniform Financial Report (UFR) **must** also be submitted.



**APPLICATION COVER SHEET
2006 BOSTON CONNECTS, INC. SUMMER JOBS PROGRAM
REQUEST FOR QUALIFICATIONS**

A. PROVIDER INFORMATION

Agency Name:

Address:

street

city

state

zip

Contact Person:

Title:

Phone:

Fax:

E-mail:

Head of Organization:

Title:

Signature:

Date:

B. TOTAL REQUEST

C. PERCENT OF REQUEST FOR YOUTH SALARIES

D. NUMBER OF EZ YOUTH TO BE SERVED WITH THESE FUNDS



**PREVIOUS PERFORMANCE HISTORY
2006 BOSTON CONNECTS, INC. SUMMER JOBS PROGRAM
REQUEST FOR QUALIFICATIONS**

Use performance data for Summer Jobs Programs ONLY.

FUNDING SOURCE: _____

AMOUNT:

	Summer 2004	Summer 2005
1. Total Enrollment		
Planned	_____	_____
Actual	_____	_____
Actual # of Empowerment Zone residents	_____	_____
2. Negative Terminations	_____	_____
Percentage	_____	_____
3. Positive Terminations:	_____	_____
Percentage	_____	_____



JOBS LIST
2006 BOSTON CONNECTS, INC. SUMMER JOBS PROGRAM
REQUEST FOR QUALIFICATIONS

Job Title	Brief Description	Stipend	# of Jobs
TOTAL JOBS (must equal proposed number on cover sheet)			



**2006 BOSTON CONNECTS, INC. SUMMER JOBS PROGRAM
APPLICATION**

Applicant Name: _____

Parent/Guardian Name: _____

Social Security Number: _____ / _____ / _____ **Date of Birth:** _____ / _____ / _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____

Your Gender (Please check one):

☐ Male ☐ Female

Your Race/Ethnicity (please check as many as apply):

☐ White ☐ Black ☐ Hispanic

☐ Native American/Alaskan ☐ Asian/Pacific Islander

☐ Other (Please list): _____

What is your housing status? ☐ Rent ☐ Own ☐ Homeless[Shelter]: _____

If you rent, what is your housing type? ☐ Public Housing ☐ Other Subsidized ☐ Private

If public which housing development do you live in? _____

What is your family status? Please check off the statement(s) that best describe your family:

☐ Headed by single male parent ☐ Headed by single female parent

☐ 2 parent house hold (mother and father) ☐ single person with no children

.

___ 2 or more adults with no children ___ Other (please explain): _____

If male, have you registered for Selective Service? ___ Yes ___ No

Highest grade you have completed? _____ What was the last year you attended school? _____

Are you currently in school? ___ Yes ___ No

If yes, what school? _____

Please tell us about your employment history, starting with your most recent job:

1. Employer: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone # _____ Ext. _____

Job Title: _____ Dept: _____ Supervisor: _____

Hours per week: _____ Benefits: ___ Yes ___ No Salary/Wage \$ _____ Hr. Wk. Mo. Yr.

Start Date: _____ End Date: _____ Working 2+ Jobs? ___ Yes ___ No

Reason for leaving: _____

2. Employer: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone # _____ Ext. _____

Job Title: _____ Dept: _____ Supervisor: _____

Hours per week: _____ Benefits: ___ Yes ___ No Salary/Wage \$ _____ Hr. Wk. Mo. Yr.

Start Date: _____ End Date: _____ Working 2+ Jobs? ___ Yes ___ No

Reason for leaving: _____

How many more jobs have you held in your life? _____

How many people in your household are: **age 18 and over: #** _____ **under age 18: #** _____

How many children do you have? _____

Please list the names of those living in your household:

Relation to you:

.

Release of information to other agencies / persons shall be made only upon my additional consent and / or as required or authorized by law. By signing this document, I understand and agree to this information disclosure policy.

The information I have filled out in this form is complete and correct to the best of my knowledge.

Client Signature

Date

Parent/Guardian Signature (if under 18)

Date